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Directory  
of registered  
private  
vocational schools  
1975



Ministry of  
Colleges and  
Universities  
Ontario

James A. C. Auld, Minister  
J. Gordon Parr, Deputy Minister



# Registration of Private Vocational Schools

Private vocational schools offering one or more of the training categories indicated herein are required to register under The Private Vocational Schools Act.

Registered schools are required to make application for re-registration annually. Supervision of the operation of registered schools includes the approval of all advertising copy, graduation requirements, and fees charged for the courses. It also indicates that teacher qualifications are in accordance with the Act and that the courses registered have been reviewed for their validity.

Approval is required of accommodation, equipment, lighting and heating facilities.

This is a *partial* list of courses conducted by the schools.

Many separate courses are available in each subject area. Courses vary widely in what they cover. For example, one course in radio may teach a student to repair radios, another may teach you to be an engineer with a broadcasting company. It is suggested that you write to the schools for complete information, and then choose the particular course you want.

The fact that two or more registered schools offer courses with similar titles does not mean that these courses are of equal merit or will be of equal value to you. It does mean that each school truthfully describes its offerings and that the fees charged are considered reasonable for the facilities available, and for the instruction and services rendered.

# Retention and Payment of Fees

## Made under The Private Vocational Schools Act Ontario Regulation 881/74 Section 19

A private vocational school may charge a registration fee which shall not exceed 10 per cent of the total cost of the course of instruction or \$50, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction.

### Section 20

(1) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school, prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 19.

(2) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school, after the commencement date of the course of instruction, of his intention to cease taking the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

- (a) the registration fee under section 19;
- (b) the proportion of the fees for the whole course of instruction that part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction; and

- (c) the greater of,
  - (i) the sum of \$25, or
  - (ii) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction.
- (3) Where it is necessary for a private vocational school to supply equipment in addition to written material for a course of instruction and the equipment is supplied to a person and the private vocational school receives from the person a notice under subsection 1 or 2, the private vocational school may make a charge, not exceeding the equivalent retail cost to the private vocational school, for the equipment or for the use thereof, as the case may be, except where the person returns all the equipment to the private vocational school, unopened or as issued, within ten days of the receipt of the equipment by the person.

## Legend

Code numbers refer to specific schools that offer instruction in a particular subject. "C" denotes a correspondence course; "R" indicates residence (attendance in school classes); "CR" means a combination of correspondence and terminal residence; and "C/R" means an option of either correspondence or residence.

For example, if you want to learn Court Reporting at a private vocational school, look up the appropriate heading in the accompanying list of courses. You will see the codes "44" and "53". This means that instruction in Court Reporting is offered by LaSalle Extension University and Merton College. When you check the courses offered by LaSalle, you will see code "21C" included in the list—meaning that LaSalle offers a correspondence course in Court Reporting. The code "21R" in Merton's list means that in-class (resident) tuition in Court Reporting is provided.

## Courses

1. Accounting	35, 41, 44, 61, 64, 72, 73, 74, 76, 88
2. Air Conditioning	9, 44, 52
3. Aircraft Mechanics	35
4. Airline Training (Ground Based)	53
5. Announcing (Radio and T.V.)	13, 57
6. Appliance Servicing	52, 53
7. Art, Fine	44, 48
8. Art, Commercial	4, 35, 48
9. Auto Mechanics	35, 44, 52
10. Bar Training	5, 81
11. Blueprint Reading	34, 35, 42
12. Bookkeeping	47, 61, 64, 71, 72, 74, 78, 86, 89
13. Broadcasting (Radio and T.V.)	13
14. Business Machines	72, 88
15. Business Administration	9, 35, 44, 47, 53, 56, 61, 64, 72, 73, 76, 88, 89
16. Clerical	22, 41, 47, 54, 61, 63, 64, 72, 73, 76, 88, 89, 91, 92
17. Computer Programming	16, 32, 35, 36, 52, 53
18. Computer Operator	16
19. Computer Technology	16
20. Cosmetology	8
21. Court Reporting	44, 53
22. Data Entry Operator	16, 32, 36, 40, 47, 53, 89
23. Data Processing	9, 32
24. Dental Office Assistant	13, 44
25. Diesel Engines	9, 44, 52
26. Drafting	9, 34, 35, 44
27. Dressmaking and Design	3, 21, 24, 35
28. Electrical Engineering	1

## Schools

29. Electrolysis	15, 18, 19	
30. Electronics	1, 9, 16, 17, 32, 35, 44, 52, 67, 68, 69	
31. Electronic Engineering	1, 17, 35, 52, 68	
32. Esthetician	18, 19	
33. Fashion Design	3, 21, 24	
34. Fashion Merchandising	72	
35. Floristry	66, 82	
36. Heating and Ventilation	9	
37. Hotel Operations	13, 32, 35, 44	
38. Income Tax	28, 29, 30, 31, 61, 80	
39. Insurance Adjusting	75	
40. Interior Decorating	44	
41. Interior Design	83	
42. Investigation and Security	14	
43. Management Accounting	53	
44. Management Development	45, 50, 61, 64	
45. Massage and Hydrotherapy	8	
46. Medical Office Assistant	13, 53	
47. Medical Office Practice	32	
48. Medical Records and Terminology	32, 53	
49. Medical Transcription	32	
50. Millinery	3	
51. Modelling	3, 6, 20, 26, 51, 59, 65, 70, 79, 84, 85	
52. Motel Operation	13, 32, 35, 44	
53. Office Practice and Management	41, 60	
54. Photography	9, 20, 70, 85	
55. Power Plant Engineering and Operation	74	
56. Property Management	11	
57. Receptionist	47, 72, 73, 76, 89	
58. Salesmanship	45, 50, 72	
59. Secretarial	9, 22, 23, 27, 33, 35, 40, 41, 43, 44, 47, 49, 53, 54, 56, 58, 61, 63, 64, 71, 72, 73, 76, 77, 86, 87, 88, 89, 91, 92	
60. Secretarial, Accelerated	23, 47, 89, 92	
61. Secretarial, Bilingual	41, 43, 78, 92	
62. Secretarial, Executive	23, 47, 53, 61, 64, 72, 73, 76, 78, 89	
63. Secretarial, Legal	23, 41, 47, 53, 61, 64, 72, 73, 76, 78, 88, 89, 92	
64. Secretarial, Medical	23, 32, 41, 47, 53, 54, 61, 64, 72, 73, 76, 78, 88, 89, 92	
65. Sewing		
66. Shorthand	53, 72, 73, 74, 76, 78	
67. Stenography	22, 47, 54, 61, 63, 64, 71, 72, 73, 76, 78, 86, 88, 89, 91, 92	
68. Stenotype	44, 53, 68, 69	
69. Systems Analysis and Design	32	
70. Television, Film Production	20, 85	
71. Textiles	3, 35	
72. Tractor Trailer Training	10	
73. Travel Agent	37, 47, 53, 89, 90	
74. Typing	22, 41, 53, 54, 63, 72, 73, 74, 76, 78, 88, 91	
75. T.V. Servicing	35, 52	
76. Upholstery	12, 38, 62	
77. Welding	2, 7, 9, 25, 34, 39, 42, 46, 55	

## Schools

## Courses

1. A.M.J. Electronic College 275 First Avenue Ottawa Telephone: (613) 238-2800	28C, 30C, 31C, 28R, 30R, 31R	11. The Canadian Property Managers Ass'n. Suite 311 85 Sparks Street Ottawa Telephone: (613) 235-9107	56C
2. A.R.C. School of Welding 92 John Street North Hamilton Telephone: (416) 525-2222	77R	12. Canadian School of Custom Upholstery 111 Tycos Drive Toronto Telephone: (416) 781-6601	76R
3. Academy of Fashion Ltd. Suite 303 44 Eglinton Avenue West Toronto Telephone: (416) 481-6124	27R, 33R, 50R, 51R, 71R	13. Career Canada Ltd. 55 Queen Street East Toronto Telephone: (416) 363-3721	5C/R, 13C/R, 24R, 37C/R, 46C/R, 52C/R
4. Art Instruction Schools Inc. 72 Mary Street Barrie Telephone: (705) 726-8351	8C	14. Centurion School of Investigation and Security 100 Sheppard Avenue West Suite 305 Toronto Telephone: (416) 226-4370	42R
5. Bar Training Headquarters of Ontario 1166 Dundas Street West Toronto Telephone: (416) 534-4912	10R	15. Clark School of Electrolysis 91 Sheppard Avenue East Willowdale Telephone: (416) 221-8804	29R
6. Cameo School of Modelling and Self-Improvement 379 Queen Street South Kitchener Telephone: (519) 744-8989	51R	16. Control Data Education Institute 50 Hallcrown Place Willowdale Telephone: (416) 491-9191	17R, 18R, 19R, 22R, 30R
7. Canada Welding Trade School 26 Balsam Avenue North Hamilton Telephone: (416) 544-1284	77R	17. DeVry Institute of Technology Canada Ltd. 970 Lawrence Avenue West Toronto Telephone: (416) 787-1663	30C/R, 31C/R
8. Canadian College of Massage and Hydrotherapy 415 Bloor Street West Toronto Telephone: (416) 923-6342	20R, 45R	18. Edith Serei Company Ltd. 35 O'Connor Street Ottawa Telephone: (613) 232-3751	29R, 32R
9. Canadian Institute of Science and Technology 263 Adelaide Street West Toronto Telephone: (416) 364-5218	2C, 15C, 23C, 25C, 26C, 30C, 36C, 54C, 59C, 77C	19. Edith Serei Company Ltd. 145 Yonge Street Toronto Telephone: (416) 366-7933	29R, 32R
10. The Canadian Institute of Tractor Trailer Training Ltd. 207 Queens Quay West Toronto Telephone: (416) 864-9381	72CR	20. Eleanor Fulcher Ltd. 667 Yonge Street Toronto Telephone: (416) 924-9633	51R, 54R, 70R
		21. Ellen Peterson's School of Fashion and Design 92 Steeles Avenue West Willowdale Telephone: (416) 222-4533	27R, 33R

22. Ethel Gould Business College 1300 Carling Avenue Ottawa Telephone: (613) 729-8151	16R, 59R, 67R, 74R	
23. Etobicoke Business College 4127 Dundas Street West Toronto Telephone: (416) 233-5471	59R, 60R, 62R, 63R, 64R	
24. Galasso School of Fashion Design 452 Danforth Avenue Toronto Telephone: (416) 461-4415	27R, 33R	
25. General Welding School Ltd. 61-63 Jarvis Street Toronto Telephone: (416) 363-7635	77R	
26. Gloria Moody Charm and Modelling School 1420 Isabella Street Thunder Bay Telephone: (807) 623-0152	51R	
27. Guelph Business College 60 MacDonnell Street Guelph Telephone: (519) 824-3971	59R	
28. H. & R. Block (Canada) Ltd. 2077 Yonge Street Toronto	38R	
29. H. & R. Block (Canada) Ltd. 675 The Queensway Etobicoke	38R	
30. H. & R. Block (Canada) Ltd. 2388 Eglinton Avenue East Scarborough	38R	
31. H. & R. Block (Canada) Ltd. 910 Queen Street West Toronto Telephone: (416) 531-3551	38C	
32. Herzing Institutes of Canada Ltd. Suite 310 44 Eglinton Avenue West Toronto Telephone: (416) 484-6996	17C/R, 22R, 23C/R, 30C, 37C/R, 47C/R, 48C/R, 49C/R, 52C, 64C/R, 69R	
33. Huntsville Secretarial Teaching Services 56 Main Street East Huntsville Telephone: (705) 789-4267	59R	
34. Institute of Technical Trades Ltd. 2388 Dundas Street West Toronto Telephone: (416) 537-1215	11R, 26R, 77R	
35. International Correspondence Schools (Canadian) Ltd. 859 Kingsmere Avenue Ottawa Telephone: (613) 722-2149	1C, 3C, 8C, 9C, 11C, 15C, 17C, 26C, 27C, 30C, 31C, 37C, 52C, 59C, 71C, 75C	
36. International Data Processing Institute (Hamilton) Ltd. 139 King Street East Hamilton Telephone: (416) 528-1108	17R, 22R	
37. International School of Travel Suite 1 2279 Yonge Street Toronto Telephone: (416) 486-7788	73R	
38. International School of Upholstery 18 Ingram Drive Toronto Telephone: (416) 247-8791	76R	
39. Kendall Industrial Welding School R.R. #2 Thamesford Telephone: (519) 283-6233	77R	
40. King's Business College 1119 Victoria Avenue Thunder Bay Telephone: (807) 622-7061	22R, 59R	
41. LaFortune Business College 447 Sussex Drive Ottawa Telephone: (613) 233-4791	1R, 16R, 53R, 59R, 61R, 63R, 64R, 74R	
42. Lambton Technical School 150 Exmouth Street Sarnia Telephone: (519) 337-7527	11R, 77R	
43. Larocque Bilingual Business College 276½ Dalhousie Street Ottawa Telephone: (613) 236-0443	59R, 61R	

# Schools

# Courses

44. LaSalle Extension University Suite 8B 4195 Dundas Street West Toronto Telephone: (416) 239-5343	1C, 2C, 7C, 9C, 15C, 21C, 24C, 25C, 26C, 30C, 37C, 40C, 52C, 59C, 68C	
45. Leadership Training Services Ltd. 1814A Eglington Avenue East Scarborough Telephone: (416) 425-7111	44R, 58R	
46. Lincoln School of Welding R.R. #2 Trenton Telephone: (613) 392-4826	77R	
47. Lougheed Business College Ltd. 10 Young Street Kitchener Telephone: (519) 745-1135	12R, 15R, 16R, 22R, 57R, 59R, 60R, 62R, 63R, 64R, 67R, 73R	
48. M.S.H. Studio School of Art 10 Dell Park Avenue Toronto Telephone: (416) 783-1035	7R, 8R	
49. MacKinnon Business School 53 Queen Street Ottawa Telephone: (613) 233-6567	59R	
50. Management and Leadership Training 249 Main Street South Waterford Telephone: (519) 443-8675	44R, 58R	
51. Mary Smith Modelling Girls and Finishing School 148 Bank Street Ottawa Telephone: (613) 232-3734	51R	
52. McGraw-Hill Continuing Education Center 330 Progress Avenue Scarborough Telephone: (416) 293-1911	2C, 6C, 9C, 17C, 25C, 30C, 31C, 75C	
53. Merton College 1539 Bloor Street West Toronto Telephone: (416) 534-8843	4R, 6R, 15R, 17R, 21R, 22R, 43R, 46R, 48R, 59R, 62R, 63R, 64R, 66R, 68R, 73R, 74R	
54. Metzler Business School 77 Brock Street Kingston Telephone: (613) 546-1254	16R, 59R, 64R, 67R, 74R	
55. Mountain School of Welding 1495 Upper James Street Hamilton Telephone: (416) 383-7827	77R	
56. National College 5740 Yonge Street Suite 204 Willowdale Telephone: (416) 225-6476	15C, 59C	
57. National Institute of Broadcasting P.O. Box 2800 Don Mills Telephone: (416) 449-7466	5C	
58. Niagara Commercial College Ltd. 4509 Queen Street Niagara Falls Telephone: (416) 356-3141	59R	
59. Nicolas Harvey Academy of Modelling 20 Prince Arthur Avenue Suite 23G Toronto Telephone: (416) 962-7297	51R	
60. North Bay Business College 1515 Cassell Street North Bay Telephone: (705) 474-9436	53R	
61. Ontario Business College Ltd. 54 Victoria Avenue Belleville Telephone: (613) 962-0870	1R, 12R, 15R, 16R, 38R, 44R, 59R, 62R, 63R, 64R, 67R	
62. Ontario School of Upholstery 185 Limestone Crescent Downsview Telephone: (416) 787-0277	76R	
63. Oshawa Business College 18 Simcoe Street North Oshawa Telephone: (416) 728-0052	16R, 59R, 67R, 74R	
64. Park Business College Room 555 Federal Building 72 James Street North Hamilton Telephone: (416) 522-5500	1R, 12R, 15R, 16R, 44R, 59R, 62R, 63R, 64R, 67R	
65. Patricia Stevens Finishing School of Hamilton 41 King William Street Hamilton Telephone: (416) 528-5901	51R	

66. Pauline Floral School of Design	35R	
1180 Bloor Street West Toronto Telephone: (416) 531-3531		
67. Phillips Independent Learning Systems	30C	
863 Headley Drive London Telephone: (519) 472-1936		
68. Radio College of Canada	30C/R, 31R	
461 King Street West Toronto Telephone: (416) 364-5176		
69. Radio Electronic Television School of Toronto	30R, 68R	
8 Dundas Street West Toronto Telephone: (416) 364-1161		
70. Rita Mansfield Modelling Agency	51R, 54R	
75 Second Avenue Ottawa Telephone: (613) 235-7351		
71. St. Catharines Business College	12R, 59R, 67R	
23 Centre Street St. Catharines Telephone: (416) 685-9421		
72. Shaw Central College	1R, 12R, 14R, 15R, 16R, 34R, 2436 Yonge Street 57R, 58R, 59R, 62R, 63R, 64R, Toronto 66R, 67R, 68R, 74R Telephone: (416) 481-6477	
73. Shaw Eastern College	1R, 15R, 16R, 57R, 59R, 62R, 2084 Danforth Avenue 63R, 64R, 66R, 67R, 74R Telephone: (416) 422-2802	
74. Shaw Home Study College	1C, 12C, 55C, 66C, 74C	
2436 Yonge Street Toronto Telephone: (416) 481-6477		
75. Shaw Insurance School	39R	
2249 Yonge Street Toronto Telephone: (416) 486-0656		
76. Shaw Western College	1R, 15R, 16R, 57R, 59R, 62R, 2458 Bloor Street West 63R, 64R, 66R, 67R, 74R Telephone: (416) 769-0716	
77. Simcoe Business College	59R	
20 Kent Street South Simcoe Telephone: (519) 426-1695		
78. Sudbury Business College	12R, 61R, 62R, 63R, 64R, 66R, 30 Elgin Street North 67R, 74R Telephone: (705) 673-8213	
79. Sylvia Reiser Modelling and Self-Development School	51R	
35 Geneva Drive Hamilton Telephone: (416) 389-1455		
80. Tax Time Services Ltd.	38R	
1454 Hixon Road Oakville Telephone: (416) 827-5011		
81. Toronto Bartenders Training School	10R	
617A Bloor Street West Toronto Telephone: (416) 531-3027		
82. Toronto School of Floral Design	35R	
2510 Yonge Street Suite 24 Toronto Telephone: (416) 482-3003		
83. Toronto School of Interior Design Ltd.	41R	
400 Mount Pleasant Road Toronto Telephone (416) 483-5491		
84. Vogue Model School	51R	
432 Waterloo Street London Telephone: (519) 438-4021		
85. Walter Thornton School of Personal Improvement and Modelling	51R, 54R, 70R	
60 Avenue Road Toronto Telephone: (416) 923-4629		
86. Welland Business College	12R, 59R, 67R	
15 Main Street East Welland Telephone: (416) 734-3794		
87. Weller College Ltd.	59R	
2 St. Clair Avenue East Toronto Telephone: (416) 924-4355		

## Schools

## Courses

88. Wells Business Academy 1R, 14R, 15R, 16R, 59R, 63R,  
327 King Street East 64R, 67R, 74R

Hamilton  
Telephone: (416) 527-7318

89. Westervelt Business School Ltd. 12R, 15R, 16R, 22R, 57R, 59R,  
190 Wortley Road 60R, 62R, 63R, 64R, 67R, 73R  
London  
Telephone: (519) 679-0780

90. Westervelt Travel Institute Ltd. 73CR  
190 Wortley Road  
London  
Telephone: (519) 679-0780

91. Weston Business College 16R, 59R, 67R, 74R  
1705 Weston Road  
Weston  
Telephone: (416) 247-5741

92. Willis Business College 16R, 59R, 60R, 61R, 63R, 64R,  
85 O'Connor Street 67R  
Ottawa  
Telephone: (613) 233-1127



